

27 August 1981

*In file*

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NOTE FOR: DDA CORE Working Group Members

FROM: Sharon  
Secretary to Deputy Director of Logistics

Attached is a copy of Category III and Category IV of the CORE package as it was forwarded to the DDCI and the DCI by the DDA. Category ~~IV~~ III was forwarded as submitted.

The DDA decided to eliminate the following topics from the package:

Category III

Contract Out Secretarial Services for Unclassified Work

Locate 4C Center Contiguous to the [ ] Special Center

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Category IV

Abolish the Annual MG Support Officers Conference in

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[ ]  
Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently (OMS)

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Reduce Conferencing [ ] (OC)

Elimination of Early Morning and Afternoon Shuttles (OL)

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Conduct all Management Training at Chamber of Commerce  
[ ] (OTE)

Reduction in Number of Conferences [ ] (OTE)

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Reduction of Course Duration/Frequency/Format (OTE)

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Elimination of Special Language Programs (OTE)

Sharon

Distribution:

1 - each member, w/atts

13 August 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1 FROM:

[REDACTED]  
Chairman, DDA Cost Reduction and Efficiency  
(CORE) Working Group

SUBJECT: Future DDA Efficiencies and Cost Savings

REFERENCES: A. Memo for DDA, from Chairman, DDA CORE,  
dated 16 July 1981, Subject: Recent  
DDA Efficiencies and Cost Savings

B. Memo for DDA, from DDA Core, dated  
4 August 1981, Subject: CAT II - Future  
Efficiencies through Capital Investment

1. Attached are the final DDA CORE submissions:

Category III - Future Efficiencies Without Adverse  
Impact on Service or Resulting in  
Improvements in Service

Category IV - Future Efficiencies With Adverse  
Impact on Service

Category V - Future Efficiencies Through Centrali-  
zation or Elimination of Duplication

Category I, on savings effected in recent years, was submitted by Reference A, and Category II, on future savings/efficiencies which could be achieved through capital investment, was submitted by Reference B.

2. Reference A included several cautions on the use of the data submitted, and these same cautions apply to this submission as well. In addition, you will note that some of the ideas in this submission have not been fully investigated or coordinated since we agreed not to do so until they have been made known to the Agency CORE Group. I would also remind you that the savings shown are only those which could be achieved in the near term - not life cycle savings, which would have been orders of magnitude larger.

This memorandum is UNCLASSIFIED  
upon removal of the attachments.

SUBJECT: Future DDA Efficiencies and Cost Savings

3. During our final meeting, I asked the CORE members for any thoughts they had on the CORE effort and process, and two points were made:

a. There is concern that if the ideas presented were acted upon without commensurate increases in the personnel and fiscal resources available to the Directorate in other areas, we might be reentering a period of decline at a time when the number of Agency employees and number and complexity of new operations we are being asked to support are increasing significantly.

b. The CORE exercise presented a unique opportunity for your Office Deputies to work together on a problem and made possible the discussion of a number of other areas totally unrelated to CORE. You may wish to take advantage of this mechanism on other occasions when suitable Directorate-wide issues present themselves.

4. We are available at your convenience to discuss our final submittal.

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Attachments:

As stated

Distribution:

Orig - Addressee, w/atts

1 - Each DDA CORE Working Group  
Member, w/atts

~~SECRET~~

CORE - CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE

IMPACT ON SERVICE OR RESULTING

IN IMPROVEMENTS IN SERVICE

WARNING NOTICE -  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



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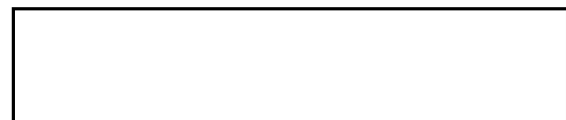
SECRET

CORE - CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE

IMPACT ON SERVICE

WARNING NOTICE -  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



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**SECRET**

CORE - CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

WARNING NOTICE -  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



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MEMORANDUM FOR:

DD/S Jm —  
This is the final report.

Only two changes for us from  
our earlier submissions:

1. - New bldg guard savings have  
been folded into the OL entry  
on the new bldg. (CAT III)
2. Our FOIA/PA savings (Cat IV)  
have been incorporated into the  
overall OIS submission. - therefore  
we have no Cat IV items.

Date

FORM 5-75 101 USE PREVIOUS EDITIONS

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